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TRD STAFF MEETING

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17 May 1950

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Present:



1. As of the 1st of April the Covert Training Branch has no backlog of students to be covertly trained. Two new instructors are to be on board on the 30th of May and 1st of June.

2. The problem of secretarial help for preparation of transcribed material was raised by Mr. [REDACTED]. After discussion of the ways that might be considered to get this great amount of material typed, several possibilities were suggested. Mr. [REDACTED] will check with Mr. [REDACTED] of OPC Personnel to try to secure some clerical personnel on loan. Mr. [REDACTED] will canvass the personnel of the Staff Training Branch to secure some part-time assistance for this back-log of work. [REDACTED] in CTB would also be available for transcriptions. In the future [REDACTED] was advised to check with Mr. [REDACTED] to secure temporary assistance; in addition, the instructors should be cautioned that more planning ahead of time is necessary in order to have material completed on schedule. The most urgent priorities at the present time are material (about 100 pages) of Mr. [REDACTED] and the preparation of the course material for the CE course conducted by Mr. [REDACTED].

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3. Fourteen students have been enrolled for the next SOC beginning 22 May; 18 for the OC beginning 22 May. There are 8 students enrolled for administrative training and 18 in BISC.

4. It is planned to set up a review board to go over all material of STB, ATB and CTB and see that it is in line with the doctrine of each branch is consistent with what is taught in the other branches. At present there are not enough personnel in TRD to start this review immediately. However, the ATB will set up such a board in their branch until such time as an over-all board is established for TRD.

5. It was suggested that three persons presently in the BISC might be made available to Mr. [REDACTED] for editing and revision of the Handbook for Investigative Techniques. Mr. [REDACTED] will discuss the matter with these persons and Mr. [REDACTED] will make working space available to them.

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6. All travel requests and travel vouchers will be reviewed and initialed by the administrative assistant of the branch initiating such papers. They will then be routed to Administrative Officer for his review before submission to Chief, TRD for signature.

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7. A memorandum will be submitted to Chief, Services Division to request exception from the ruling that no hot plates or electric coffee makers will be allowed in CIA buildings. This memorandum will cover Building [redacted] only but 25X1A6a will be submitted for other TRD buildings if so desired. [redacted] emphasized that all personnel should be extremely careful of government property if this 25X1A9a privilege is granted.

25X1A6a 8. Passes for the special dining room established in K Building have been issued to TRD. A uniform policy has been established that such passes will be issued to GS-12's and higher but will also be issued to GS-11's if there are sufficient passes. In TRD they will primarily be issued to occupants of Building [redacted] since the Garage and Building 14 use Q cafeteria but two or three will be made available to the Assessment Staff.

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